

Department of State – 2013 Venice Art Biennale

Program Office:	Educational and Cultural Affairs Bureau
Funding Opportunity Title:	Official U.S. Representation at the 55 th International Art Exhibition, Venice, Italy
Announcement Type:	Grant
Funding Opportunity Number:	S-LMAQM-12-ECA-ITALY
Receipt Deadline for Applications:	September 23, 2011
CFDA	19.415

ELIGIBILITY

Eligibility is limited to not-for-profit organizations subject to 501 (c) (3) of the U.S. tax code. Direct funding for non-U.S. entities is not available under this announcement. The Department encourages organizations that have not previously received international program funding from the USG to apply under this announcement.

In addition to this opportunity, potential applicants are also encouraged to consider applying for organizing the “Request for Grant Proposals - Official US Representation at the 13th Cairo International Biennale, December 2012 through February 2013, Cairo, Egypt,” on the Grants.gov website at: <http://www.grants.gov>.

Cost Sharing or Matching

This program does not require cost sharing.

Other Special Eligibility Criteria

Not Applicable.

AGENCY CONTACT INFORMATION

Planning and budgeting for exhibitions in the U.S. Pavilion is a complicated process, and the Pavilion can be a challenging venue. Before applying, first obtain a complete set of guidelines and floor plans. The floor plans can be found as Attachment 1 with the “Request for Grant Proposals - Official U.S. Representation at the 55th International Art Exhibition, June through November, 2013, Venice, Italy,” on the Grants.gov website at: <http://www.grants.gov>.

- A) Please do not submit a proposal without first discussing your project with Alan Cross in the Cultural Programs Division at the U.S. Department of State at:
E-mail: crossa@state.gov (*Preferred method of communication*)
Phone: (202) 632-6407
- B) For questions relating to Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726, e-mail support@grants.gov, or consult the information posted on the Grants.gov website at [Help](#). The Grants.gov Contact Center is available 24 hours a day, 7 days a week.

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EXECUTIVE SUMMARY

The Department of State's Cultural Programs Division (ECA/PE/C/CU) in the Bureau of Educational and Cultural Affairs is pleased to announce an open competition for grant proposals from U.S. based non-profit organizations including museums, galleries, and visual arts organizations to organize the Official U.S. Representation at the 55th International Art Exhibition, Venice, Italy, June through November, 2013.

The Venice Biennale is the oldest and most prestigious international exhibition of visual art, showcasing leading contemporary art from around the world. In 2009, more than 375,700 visitors viewed the exhibition, and at the 2011 exhibition, 89 countries will be represented in national exhibitions at pavilions in the Giardini di Castello (an area of parkland created by Napoleon Bonaparte which hosts the Biennale) and at other sites in Venice. More than 40 Collateral Events will be arranged by international organizations and initiatives at various locations around the city, and the 2011 exhibition featured works by 32 women artists as well as 32 young artists born after 1975.

Precise opening/closing dates and the theme for the 2013 Biennale have yet to be announced; past exhibitions have usually been held from June–November, but will be posted on the Grants.gov and the ECA websites as soon as they are made known. Applicants are requested to propose exhibitions that represent the most outstanding and interesting work being made in the United States.

Pending availability of funds, the U.S. Department of State will make up to \$315,000 available to the Grantee for all aspects of exhibition development, preparation, production, installation, the travel of curators and key participants, and the return or onward shipping of the exhibition at the Biennale's end. The Peggy Guggenheim Collection in Venice will provide the staffing, maintenance, and operations of the U.S. Pavilion during installation, and for the approximate six-month period of the exhibition.

The U.S. Department of State has a special interest in engaging broad audiences through outreach activities. Additional funds may be available for a publication and public programs organized by the curators in consultation with the U.S. Embassy in Rome and the Cultural Programs Division of the Bureau of Educational and Cultural Affairs. Any funds for public programs will be provided directly to the U.S. Embassy.

BACKGROUND

The U.S. Pavilion is owned by the Solomon R. Guggenheim Foundation and managed by the Peggy Guggenheim Collection (PGC) in Venice. The building, designed in 1929 by the American architects Delano and Aldrich for Grand Central Galleries in New York, is neo-classical in style. The director and key staff of the Peggy Guggenheim Collection work closely with the Department of State and exhibition curators to install and maintain all official U.S. exhibitions presented in the Pavilion.

Past U.S. representation at the Venice Biennale has included:

Jennifer Allora & Guillermo Calzadilla

Organized by: Indianapolis Museum of Art

Commissioner: Lisa D. Freiman, 2011

Bruce Nauman: Topological Gardens

Organized by: Philadelphia Museum of Art, Philadelphia

Commissioner/Curators: Carlos Basualdo, Michael Taylor, 2009

Felix Gonzalez-Torres: America

Organized by: Solomon R. Guggenheim Museum, New York

Commissioner: Nancy Spector, 2007

Ed Ruscha. Course of Empire

Project administered by: The Solomon R. Guggenheim Foundation, New York

Commissioner: Linda Norden, Associate Curator of Contemporary Art, Harvard University Art Museums

Consulting curator: Donna De Salvo, 2005

Fred Wilson. Speak of Me as I Am

Organized by: Massachusetts Institute of Technology List Visual Arts Center, Cambridge, MA

Commissioner: Kathleen Goncharov, 2003

Past exhibitions can be viewed on the Peggy Guggenheim Collection website at:

http://www.guggenheim-venice.it/inglese/pavilion/padiglione.php?id_pad=44

I. FUNDING OPPORTUNITY DESCRIPTION

Authority: Overall grant making authority for this program is contained in the Mutual Educational and Cultural Exchange Act of 1961, Public Law 87-256, as amended, also known as the Fulbright-Hays Act. The purpose of the Act is "to enable the Government of the United States to increase mutual understanding between the people of the United States and the people of other countries...; to strengthen the ties which unite us with other nations by demonstrating the educational and cultural interests, developments, and achievements of the people of the United States and other nations...and thus to assist in the development of friendly, sympathetic and peaceful relations between the United States and the other countries of the world." The funding authority for the program above is provided through legislation.

II. AWARD INFORMATION

Award Amount: **\$315,000**

Type of Award: **Grant**

Fiscal Year Funds: **FY-2012**

Approximate Number of Awards: **1**

Anticipated Award: Pending availability of funds: **December 1, 2011**

Anticipated Project Completion Date: **January 30, 2014**

Additional Information: **This exchange program will be funded in FY-2012 pending the availability of funds.**

While matching funds are not required, past experience has shown that overall costs are considerably higher than actual U.S. Government funding. In cases where the project budget is higher than \$315,000, the grantee organization will be responsible for raising the additional funds.

III. ELIGIBILITY REQUIREMENTS

1. Eligible Applicants: Eligibility is limited to not-for-profit organizations subject to 501 (c) (3) of the U.S. tax code. Eligible applicants are U.S. - based non-profit museums, schools, galleries, and visual arts organizations. **Independent curators wishing to apply must seek affiliation with a non-profit institution to take on the responsibility of fiscal management for the project.** Participating curators submitting applications on behalf of a non-profit organization must be U.S. citizens or have permanent resident status in the U.S. Artists whose work is proposed for representation must be U.S. citizens.
2. Cost Sharing or Matching
This program does not require cost sharing. Applicants are not required to include funding from other donors. However, applications that include additional in-kind and/or cash contributions from non-U.S. Government sources will be more competitive, since cost-sharing demonstrates a strong commitment to the planned activities and will be considered to show great cost effectiveness. **In addition, past experience has shown that overall costs are considerably higher than actual U.S. Government funding.**
3. Other Special Eligibility Criteria
Not Applicable.

IV. APPLICATION AND SUBMISSION INFORMATION

Award Period: **25 months**

Award Amount: **\$315,000.**

Availability of Funds: **This exchange program will be funded in FY-2012 pending the availability of funds.**

IMPORTANT DATES

Proposal RECEIPT Deadline	September 23, 2011
Applicant Notification	December 1, 2011
Press Release goes out	June 1, 2012
Grantee to file for Public Access to the Pavilion	Late March – early April, 2013
Exhibition Dates	mid-June to late November, 2013

Proposals will be reviewed by the Federal Advisory Committee on International Exhibitions (FACIE), a committee convened by the National Endowment for the Arts on behalf of the U.S. Department of State for the purpose of assessing the proposals and making recommendations for exhibitions to represent the U.S. at major international exhibitions. The Bureau of Educational and Cultural Affairs expects to announce its decision by **December 1, 2011.**

Application Submission Process

Applications must be submitted in two ways – hardcopy and electronically.

- 1) **ELECTRONICALLY using Grants.gov.** Thorough instructions on the application process are available on the: <http://www.grants.gov> and <http://www.exchanges.state.gov/cultural/biennales/grants.html> websites. For questions relating to Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726.

Before applying, read SECTION VIII – GRANTS.GOV TIPS

For questions about this solicitation, contact Alan Cross, Visual Arts Program Officer, Bureau of Educational and Cultural Affairs, at:

E-mail: crossa@state.gov, (*Preferred method of communication*)

Phone: (202) 632-6407

- 2) **HARD-COPY**, via a nationally recognized overnight delivery service (i.e., DHL, Federal Express, UPS, Airborne Express, or U.S. Postal Service Express Overnight Mail, etc.). In addition to the electronic submission to Grants.gov, a hard copy application, with all required appendices (see pages 8–10) and work sample material is required. Send your application to:

Alan Cross, Visual Arts Program Officer
ECA/PE/C/CU, SA-5, Floor 3-K14
U. S. Department of State, 2200 C Street, NW
Washington, DC 20522-0503
Telephone: (202) 632-6407
E-mail: crossa@state.gov

Be sure to notify the Program Officer when your application has been sent for delivery.

Application Deadline

Applicants have until midnight (12:00 a.m.), September 23, 2011, Washington, D.C. time to ensure that their entire application has been:

- 1) Uploaded to the Grants.gov site
- 2) Postmarked for hard-copy delivery

There are no exceptions to the above deadline. Applications uploaded to the site after midnight of the application deadline date will be automatically rejected by the Grants.gov system, and will be deemed technically ineligible. Begin the application process early, as this will allow time to address any technical difficulties that may arise in advance of the deadline.

ALL APPLICANTS MUST REGISTER WITH GRANTS.GOV PRIOR TO SUBMITTING AN APPLICATION.

Registering with Grants.gov is a one-time process; however, **it could take as long as two weeks to have the registration validated and confirmed.** Please begin the registration process immediately to ensure that the process is completed well in advance of the deadline for applications. Until that process is complete, you will not be issued a user password for Grants.gov, which is required for application submission. There are four steps that you must complete before you are able to register:

- (1) Obtain a Data Universal Numbering System (DUNS) number from Dun & Bradstreet (if your organization does not have one already) by calling 1-866-705-5711;
- (2) Register with Central Contractor Registry (CCR);
- (3) Register yourself as an Authorized Organization Representative (AOR); and
- (4) Be authorized as an AOR by your organization. For more information, go to www.grants.gov.

Please note that your CCR registration must be annually renewed. Failure to renew your CCR registration may prohibit submission of a grant application through Grants.gov. See Grants.gov Tips at the end of this RFGP.

Application Content

Applicants must follow the RFGP instructions and conditions outlined below and supply all information required. Failure to furnish all information or comply with stated requirements will result in disqualification from the competition. Applicants must set forth full, accurate, and complete information as required by this RFGP. The penalty for making false statements in proposals to the USG is prescribed on 18 U.S.C.1001.

The proposals may not exceed 8 single-spaced, single-sided pages in 12-point, Times New Roman font with 1-inch margins. This requirement excludes the appendices, **(a-f)**, outlined in “**Section 5 – Appendices**” below. In the header of each page, please include the name of the applicant organization. Organizations are NOT permitted to submit multiple proposals. The proposal must consist of the following:

Section 1 - Application for Federal Assistance (SF-424):

Information regarding this form can be found on-line at:

http://www.grants.gov/agencies/aforms_repository_information.jsp

Section 2 - Abstract:

The abstract is limited to 300 words in length. It must provide a summary of the identified project, proposed activities, and expected results.

Section 3 – Project Goals/Implementation Plan:

The applicant must specify the goals and objectives of the project. The proposed activities should be described in sufficient detail to show how objectives and goals will be met. This section should also describe how success will be measured. Finally, this section must include a time-task plan that clearly identifies the objectives and major activities.

Submit a description of the proposed exhibition, up to three pages, single-spaced, single-sided. Prepare as follows: on the first page, centered at the top of the page, and in caps include the following:

- NAME OF ARTIST(S)
- NAME OF CURATOR
- NAME OF APPLICANT ORGANIZATION

Continue on the same page with a narrative that includes:

- (a) The curatorial vision for the works to be presented or commissioned. If the artist(s) plan(s) to develop new work or create an installation specifically for the event,
- describe the intention and approach of the artist(s) to the project;

- outline how the artist(s) intends to realize the project;
 - provide a rough production schedule.
- (b) A discussion of why the proposed exhibition should represent the U.S. at this particular event at this time.
- (c) An explanation of project related activities to engage the public.

Section 4 - Organizational Capability:

Applications must include a clear description of the applicant's management structure, previous experience with curating major design art exhibitions. Besides information about the organization as a whole, this section must also identify the proposed management structure and staffing plan for the proposed project.

Section 5 - Appendices:

Proposal submission must include the appendices, **(a-f)**, detailed below. Appendix **(f)** is optional. Only appendices **(a-f)** may be included as part of the application:

(a) Budget: Include all anticipated expenses for exhibition preparation and implementation with the following budget considerations for Venice:

- Include costs associated with trips to Venice before and during the Biennale by exhibition personnel. Include travel for the curator to participate in one commissioner's meeting organized by the Italian organizers, La Biennale di Venezia, prior to the opening of the exhibition.
 - Short term visits generally require at least \$250/day for modest hotel and \$90/day for meals.
- Translation into Italian for press releases, catalogues and other publications are arranged by the U.S. Department of State.
 - Proposals should include a line item cost of \$2,000-\$3,000+ for these services.
- Public relations costs should include letterhead, press photos, CDs, and any other image media.
 - For recent biennales, as many as 3,500 bilingual press packets have been printed and distributed by the curators, their representatives, and the Biennale press office.
- Publications: In addition to a single line item for all printing, the cost of graphic designers and editorial services must be listed as separate line items. The Department of State requires that, at minimum, a modest brochure be available for free distribution to visitors to the Pavilion.
- Anything that cannot be hand carried must be shipped to the Giardini by boat or barge. Boats with cranes at present cost a minimum of \$3,000 per use. Barges with cranes cost twice as much. Depending on the weight, volume and time sensitivity of the shipment, multiple barges/cranes may be required.
- Storage is not available at the Pavilion. Crates must be stored off site at an approximate cost \$1,500 - \$2000. These costs are only approximate. The exhibitor will need to obtain more accurate estimates once the number and size of crates are known and for how long they will be stored.

- The Pavilion has a set of standard light fixtures (specifications are available on request). If specialized fixtures are required, the cost to purchase/install new/different ones should be included in the budget.
 - The budget should include a sum for replacement light bulbs (a four month supply) and electricians, if required.
- Two months prior to the exhibition opening, it is necessary to file a request for public access to the Pavilion. This fee is variable depending on how much work is done to make the exhibit viable. In the last three exhibitions, fees ranged from \$4,800-\$6,300.
 - Proposals should allocate \$5,000 for related fees.
- Local labor is generally hired at a cost of \$52-65/hour, depending on the skills needed.
- If Pavilion modification or architectural work is applicable, please include costs for local architects/engineers and costs associated with obtaining permits. Assistance in obtaining these estimates is available on request.
- If the exhibition requires temporary modifications to the interior or exterior of the U.S. Pavilion, the budget must include costs for all expenses associated with the return of the Pavilion to its original condition.
- Painting of the Pavilion for exhibition requirements and re-painting at the exhibition end to restore the Pavilion to its original condition must be budgeted.
- Upon selection, curators will meet with the Peggy Guggenheim Collection, review actual project needs and develop a revised budget. Any sums required over and above the line item allocations will be the responsibility of the curator and sponsoring organization.
- The U.S. Pavilion, together with all the other national Pavilions in the Giardini was listed in 1998 as a national historic building. Consequently permanent structural alterations to the Pavilion are not possible, and temporary alterations require six months minimum lead-time for obtaining necessary permissions in Venice.
- Equipment (such as audio-visual) and other exhibition materials (signage, banner, bases, tools, and hardware) can be acquired in the U.S. and shipped to Venice or alternatively rented or purchased in Italy. In any case, all imported materials must be declared whether permanent or temporary, and if temporary, re-exportation is mandatory. It may be more cost-effective to pay modest customs charges on materials entering Italy than to pay for return shipping to the U.S. Please consult an international freight forwarder for information and rates for customs duties.
- All materials employed in the exhibition installation require fire safety certification or an EU certificate.
- The Pavilion has climate control, burglar and fire alarms. The Pavilion uses 220v alternating current (this can be increased to 380v if required).
- The U.S. Department of State supports the Solomon R. Guggenheim Foundation to enable the staff of the Peggy Guggenheim Collection (PGC) in Venice to assist curators and artists with the planning and installation of the U.S. exhibition. The PGC staff may be consulted in matters concerning shipping and customs, local

vendors and skilled labor (including architects and contractors), and must be consulted for any proposed alterations to the interior or exterior of the Pavilion. Applicants who wish to consult with the PGC prior to submitting an application should first contact Alan Cross at the Department of State, (202) 632-6407 or crossa@state.gov.

- (b) **Resumes/CVs:** Provide biographical summaries, no more than one page each, of the curator, designers(s), and all other key personnel involved in the project.
- (c) **Letter of Authorization:** Provide a letter of authorization to apply signed by the director or other legally responsible party of the applicant organization, or sponsoring institution. Failure to provide such a letter will result in the proposal being declared technically ineligible.
- (d) **Work Sample(s) CD/DVD:** Provide visual samples of actual works proposed for the exhibition in the format that best represents the work for the panel's review. If the artist(s) plans to develop a new work for the exhibition, visual documentation should reflect most recent work or work related to the proposed project. Only digital images on a CD or work on a DVD will be accepted.

Preview your samples before submitting them to ensure that there are no technical problems that might interfere with the panel's review of your work. The National Arts Endowment (NEA) may copy or digitally convert work samples to facilitate panel review. By submitting a work sample, you are giving NEA permission for reproduction and dissemination for this purpose.

Provide one copy of up to 20 electronic images, with titles, in JPEG format. Image size should be consistent. Suggested size is 800x600 pixels. PowerPoint format is preferred, but not required. Label the CD with the name of the artist(s). Label the DVD with the artist's name and designate the preferred track to view. CDs must be in MS Windows readable format.

- (e) **Work Sample Sheet:** Include a page with the name of the artist(s) as the heading and the following information for each image or DVD: title, date, media, dimensions, and if appropriate a description of the work represented. Number the images in the order that they will be viewed on the CD/DVD that you provide.
- (f) **Additional supporting materials:** Such as drawings or publications, are welcome, but are not required. These will not be returned.

V. AWARD SELECTION CRITERIA

Evaluation Criteria: Applicants should note that the following criteria:

- 1) Serve as a standard against which all proposals will be evaluated, and
- 2) Serve to identify the significant matters that should be addressed in all proposals.

Proposals for the 55th International Art Exhibition will be reviewed by the Federal Advisory Committee on International Exhibitions (FACIE), a committee of leading U.S. curators and experts in American contemporary art convened by the National Endowment for the Arts on

behalf of the U.S. Department of State for the purpose of assessing the proposals and making recommendations for exhibitions to represent the U.S. at major international exhibitions.

Eligible proposals will be reviewed by FACIE based on the following criteria:

- Artistic excellence, which includes:
 - Quality and significance of the artists, arts organizations, works of art, or services that the project will involve, as appropriate
- Artistic merit, which includes:
 - Extent to which proposal represents the vitality and diversity of contemporary U.S. art
 - Suitability of the exhibition for the U.S. Pavilion at the 55th Venice Biennale
 - Potential impact of public programs to engage broad audiences
 - Ability of applicant to carry out the proposed exhibition
 - Record of professional activity and achievement by individuals and/or organizations involved

VI. AWARD ADMINISTRATION INFORMATION

Award Notices: The grant agreement shall be written, signed, awarded, and administered by the Grants Officer. The Grants Officer is the Government official delegated the authority by the U.S. Department of State Procurement Executive to write, award, and administer grants and cooperative agreements. The assistance award agreement is the authorizing document and it will be provided to the Recipient through either mail or facsimile transmission. Organizations whose applications will not be funded will also be notified in writing.

Reporting Requirements: Grantees are required to submit quarterly program progress and financial reports throughout the project period. Progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period. Progress reports at a minimum should be submitted via electronic mail to an address to be provided in the award.

The regulations relevant to this award are:

- Circular A-21 (Cost Principles for Educational Institutions) Re-located to 2 CFR part 220
- 22 CFR Part 135 Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
- 22 CFR Part 145 Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (this file is in "rich text format" because of its size and complexity).
- Circular A-110 (Uniform Administrative Requirements for Educational Institutions, Hospitals and Other Non-Profit Organizations {NGO/PVO}) Re-located to 2 CFR part 215
- Circular A-122 (Cost Principles for Non-Profit Organizations) Re-located to 2 CFR part 230
- Circular A-133 (Audits of States, Local Governments, and Non-Profit Organizations)

Issuance of this RFGP does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of proposals. Further, the Government reserves the right to reject any or all proposals received.

VII. DISCLAIMER

If a proposal is selected for funding, the U.S. Department of State has no obligation to provide any additional future funding in connection with the award. Renewal of an award to increase funding or extend the period of performance is at the total discretion of the U.S. Department of State.

VIII. GRANTS.GOV TIPS

In addition to the following tips, you should periodically check the [Grants.gov blog](#) and [Grants.gov homepage](#) for tips, updates, and alerts.

Registration

- **Register early.** Registration is by far the hardest part of the whole process. Don't put it off to the last minute. Grants.gov advises that registration usually takes up to 5 business days but it can take longer; we recommend that you allow at least two weeks. For help, call the Grants.gov Contact Center at 1-800-518-4726, e-mail support@grants.gov, or consult the information posted on the Grants.gov website at [Help](#). The Grants.gov Contact Center is available 24 hours a day, 7 days a week.
- **Be extremely careful when entering your registration information and make sure your information on file with the entities involved is correct and consistent.** In the second step of the registration process, your information will be validated with the IRS and Dun & Bradstreet (D&B). If your information doesn't match exactly -- like having a comma in your organization's name on file with the IRS, but not with D&B -- it can snag your registration.
- **Make sure your registration information is up to date.** Your organization's Central Contractor Registration (CCR) registration -- part of the Grants.gov registration process -- must be renewed every year. CCR will alert your organization's CCR Point of Contact when it is time for renewal. You can check your current CCR registration status by entering your DUNS number at "[CCR Search](#)" at www.ccr.gov. Also verify your registration with Grants.gov and make sure it is current before you apply, especially if your e-mail address has changed.
- **Even if you aren't registered, you can work on an electronic application.** While you need to be registered in order to submit an application, you don't need to be registered (or an AOR) in order to work on one.

Creating your application

- **Review the Grants.gov software requirements.** You must have a version of Adobe Reader that is supported by Grants.gov installed on your computer in order to access, complete, and submit applications. Non-compatible versions of Adobe Reader or other Adobe products will lead to errors and prevent you from submitting your application. If more than one computer will be involved in the preparation of the application package, ensure that the same version of Adobe Reader is used.

- **Focus on your attachments (narrative, budget, biographical information, etc.).** As always, these are the key parts of an application. You can work on your attachments long before downloading the application package. (And when you do download the package, remember to save it to your computer so you don't need to be online to work on the forms.)
- **When working with the forms, complete the SF-424 (Application for Federal Domestic Assistance) form first.** Certain fields -- e.g., your organization's name -- will then pre-populate the other forms, saving you some work.
- **Yes, the DUNS are important.** The DUNS you enter on the SF-424 form must match exactly the DUNS you used when you registered with CCR. If it doesn't match -- even if you just transpose two digits -- we won't get your application because the Grants.gov system will kick it back to you. If your organization has more than one DUNS (many do), make sure you're using the right one for applying via Grants.gov.
- **Converting your documents to PDFs helps you (and us).** Using PDFs allows you to preserve the formatting of your documents so they can be presented to panelists exactly as you intend. It also ensures we can open the documents and simplifies processing on our end. If you don't already have software to convert files to PDF before you attach them, there are many low-cost and free software packages that can do this. To learn more, go to [PDF Conversion Programs](#).
- **You're the only one who can ensure that your application is complete.** Yes, the Check Package for Errors function on the forms will tell you if you missed a required field. But it can't tell you if you forgot to attach a required document. So be sure you've included everything required by the instructions on the Attachments form. This is especially true if you created multiple versions of the application package as you worked on it. We've had several applicants submit early drafts of their application by mistake; we couldn't accept them because they were missing required attachments and were therefore incomplete. That's why we recommend that you save only one version of your application by overwriting it each time you save your work.

Submitting your application

- Submit your application **no later than 10 days** prior to the deadline to give yourself ample time to resolve any problems that you might encounter. You take a significant risk by waiting until the day of the deadline to submit.
- **Just because Grants.gov received your application doesn't mean it's been accepted.** Ensure that your application was validated and accepted by the Grants.gov system. Go to [Track My Application](#) to track the validation and progress of your application submission through Grants.gov.